ARTICLE I - NAME AND PURPOSE

Section 1. The name of this library is SHELTER ROCK PUBLIC LIBRARY.

Section 2. The purpose and mission of the Shelter Rock Public Library is to provide and maintain free library services to the community through a multi-faceted program in accord with the standards of the Regents of the New York State Department of Education and the Division of Library Development and the expectations of the community.

ARTICLE II - MEMBERSHIP

Section 1. All residents and taxpayers of the area served by the Shelter Rock Public Library are members.

Section 2. Persons not residing within the Shelter Rock Public Library boundaries may obtain library services only in accordance with applicable laws of the State of New York and regulations of its Department of Education.

ARTICLE III - BOARD OF TRUSTEES

Section 1. The Board of Trustees shall hold a regular meeting once each month. The regular meeting shall be on the second Wednesday of each month unless the Board of Trustees establishes an alternate date. These meetings shall be held at the Library, and shall be open to the public.

Section 2. In the event of a vacancy in the Board of Trustees, the remaining members of the Board of Trustees shall appoint a successor Trustee to serve until the next regular annual election of Trustees.

Section 3. Special meetings of the Board of Trustees may be called by the President at his discretion or upon the request of two members of the Board. Notice for said meeting shall be given members of the Board of Trustees at least two (2) days before said meeting.

Section 4. A quorum for the transaction of business of the Board of Trustees shall consist of a majority of the members of said Board.
Section 5. The order of business at the regular meetings of the Board of Trustees shall be as follows:

Call to order

Introduction of guests and discussion of any matters presented by guests.
Reading and approval of minutes
Review, discussion and approval of bills to be paid
Review, discussion and approval of financial report
Review, discussion and approval of investments
Report, discussion and action on any Committee activities
Report of the Director and discussion and approval of items presented
Old business
New business
Adjournment

The Board of Trustees may adjust the sequence of its agenda and add other agenda items at its discretion.

ARTICLE IV - OFFICERS, AUDITOR AND LEGAL COUNSEL

Section 1. Appointment of Officers, Auditor and Legal Counsel

A. At the first meeting of the Board of Trustees in January of each year, the Board of Trustees shall meet and elect from their own number a President and a Vice-President. They shall also designate the following officers: Clerk, Treasurer and Assistant Treasurer, and Secretary, each to serve until their successor has been designated and installed in office; each of whom shall attend Board meetings, except executive sessions. The Clerk, Treasurer and Assistant Treasurer shall receive such compensation as the Board of Trustees shall determine.

B. When the office of Director of the Library becomes vacant, the Board of Trustees shall select a Director of the Library pursuant to the requirements of the Civil Service law. After a probationary period as permitted by law, the Director of the Library shall be a tenured employee of the Library and shall receive such compensation as the Board of Trustees shall determine annually.

C. The Board of Trustees shall select an independent Auditor, who shall be a certified public accountant with experience in accounting of governmental agencies, and who shall serve at the pleasure of the Board of Trustees and shall receive such compensation as the Board of Trustees shall determine.
D. The Board of Trustees shall select an independent Legal Counsel who shall be licensed to practice law in the State of New York, and who shall serve at the pleasure or the Board of Trustees and shall receive such compensation as the Board of Trustees shall determine.

Section 2. Duties of Officers

A. President - The President shall preside at all meetings of the Board of Trustees, appoint chairs of committees, be a member ex-officio of all committees, and shall assume such other duties as are necessary, incident to the office of President.

B. Vice-President - If the President dies, is absent or unable to act, the Vice-President shall assume those duties.

C. Director of the Library - The Director of the Library shall be the chief operating officer of the Library and shall have sole charge of the administration of the Library under the direction and review of the Board. The Director shall attend all Board meetings, except executive sessions.

D. Clerk - The Clerk shall keep a record of all official action of the Trustees; shall be in charge of all elections; shall be in charge of advertising for and the opening of bids; shall be in charge of maintaining a list of occupied property in the district; and shall perform such other functions as the Trustees may assign.

E. Treasurer - The Treasurer shall keep an accounting of all Library funds and shall render a true and accurate report of the same at any time upon demand, and shall perform the duties charged to the Treasurer under law.

F. Assistant Treasurer - Subject to supervision by the Treasurer, the Assistant Treasurer shall be authorized to counter-sign checks that are signed by one of the Trustees in the absence of the Treasurer.

F. Secretary - The Secretary shall keep a record and minutes of all meetings of the Board of Trustees; shall give notice of all meetings of the Trustees; and shall perform such other functions as the Trustees may assign.

ARTICLE V - COMMITTEES

Section 1. There shall be the following standing committees, to be chaired by Trustees appointed by the President:
Section 2. Other committees may be appointed by the President for any purpose, to serve at the President's discretion.

ARTICLE VI - PARLIAMENTARY AUTHORITY

Section 1. The rules contained in the 10th edition of Robert’s Rules of Order, Newly Revised, shall govern the Board of Trustees in all cases to which they are applicable, and in which they are not inconsistent with these By-Laws; Laws of 1962, Chapter 972, as amended; and the Education Law and Regulations of the Commissioner of Education, as amended.

ARTICLE VII - RATIFICATION AND AMENDMENTS

Section 1. These By-Laws shall become effective when approved by the Board of Trustees.

Section 2. These By-Laws may be amended, repealed or altered in whole or in part, at any meeting of the Board at which there is a quorum present, provided notice of the proposed amendment is included in the notice of the meeting.

ADOPTED AUGUST 27, 1962
AMENDED FEBRUARY 14, 2001
AMENDED March 12, 2003